

## PART 2

### CCDF SUBSIDY PROGRAM ADMINISTRATION

#### **2.1 Administration of the Program**

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or other public or private local agencies as long as it retains overall responsibility for the administration of the program. (658D(b), §98.11(a))

**2.1.1. Which of the following CCDF program rules and policies are set or established at the State/Territory versus the local level?** Identify the level at which the following CCDF program rules and policies are established.

Eligibility rules and policies (e.g., income limits) are set by the:

☒ State/Territory

☐ Local entity.

If checked, provide the name(s) of the local entity:

☐ Other.

Describe:

Sliding fee scale is set by the:

☒ State/Territory

☐ Local entity.

If checked, provide the name(s) of the local entity:

☐ Other.

Describe:

Payment rates are set by the:

☒ State/Territory

☐ Local entity.

If checked, provide the name(s) of the local entity:

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☐ Other.

Describe:

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**2.1.2. How is the CCDF program operated in your State/Territory?** In the table below, identify which agency(ies) performs these CCDF services and activities.

<b>Implementation of CCDF Services/Activities</b>
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<b>Who determines eligibility?</b>
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**Note:** If different for families receiving TANF benefits and families not receiving TANF benefits, please describe:

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**Agency (Check all that apply)**

- ☒ CCDF Lead Agency
- ☐ TANF agency
- ☐ Other State/Territory agency.

Describe:

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- ☐ Local government agencies such as county welfare or social services departments
- ☐ Child care resource and referral agencies
- ☐ Community-based organizations
- ☐ Other.

Describe:

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<b>Who assists parents in locating child care (consumer education)?</b>
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**Agency (Check all that apply)**

- ☒ CCDF Lead Agency
- ☐ TANF agency
- ☐ Other State/Territory agency.

Describe:

--

- ☒ Local government agencies such as county welfare or social services departments
- ☒ Child care resource and referral agencies
- ☒ Community-based organizations
- ☐ Other.

Describe:

--

Who issues payments?

Agency (Check all that apply)

- ☐ CCDF Lead Agency
- ☐ TANF agency
- ☐ Other State/Territory agency.

Describe:

- ☐ Local government agencies such as county welfare or social services departments
- ☐ Child care resource and referral agencies
- ☐ Community-based organizations
- ☒ Other.

Describe:

Private provider payment contractor: MAXIMUS Inc.

Describe to whom is the payment issued (e.g., parent or provider) and how are payments distributed (e.g., electronically, cash, etc)

Payments for child care services are paid to the provider using MAXIMUS Inc, a private provider contractor. Payments are transferred electronically to the providers.

Other. List and describe:

2.2. Family Outreach and Application Process

Lead Agencies must inform parents of eligible children and the general public of the process by which they can apply for and potentially receive child care services. (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a)-(e). **Note** - For any information in questions 2.2.1 through 2.2.10 that differs or will differ for families receiving TANF, please describe in 2.2.11.

2.2.1. By whom and how are parents informed of the availability of child care assistance services under CCDF? (658E(c)(2)(A), §98.30(a)) Check all agencies and strategies that will be used in your State/Territory.

- ☒ CCDF Lead Agency
- ☒ TANF offices
- ☒ Other government offices
- ☒ Child care resource and referral agencies
- ☐ Contractors
- ☒ Community-based organizations
- ☐ Public schools
- ☒ Internet

(provide website): <http://www.dhr.georgia.gov/portal/site/DHS>

- ☒ Promotional materials
- ☒ Community outreach meetings, workshops or other in-person meetings

☐ Radio and/or television

☒ Print media

☐ Other.

Describe:

N/A

**2.2.2. How can parents apply for CCDF services?** Check all application methods that your State/Territory has chosen to implement.

☒ In person interview or orientation

☒ By mail

☐ By Phone/Fax

☒ Through the Internet

(provide website): [www.compass.ga.gov](http://www.compass.ga.gov)

☐ By Email

☐ Other.

Describe:

N/A

**2.2.3. Describe how the Lead Agency provides consumer education to parents applying for CCDF assistance to promote informed choices about the quality of care provided by various providers.**

Lead Agencies must certify that the State/Territory will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices (658E (c)(2)(G), §98.33).

For example, memorandums of understanding with resource and referral agencies to provide consumer education to families applying for CCDF assistance, providing parents with provider lists showing licensing history and/or Quality Rating and Improvement System (QRIS) ratings, or informational brochures that address importance of quality and different care options available.

**DECAL is mandated by state law to “promote consumer education to parents to help them select child care through the expansion of child care resource and referral agencies.” DECAL administers Georgia’s child care resource and referral system, which provides high-quality, family-friendly consumer education and referrals; develops and maintains a computer database for collecting, analyzing, and reporting data; builds upon and supports the system of early care and education, including school-age care; and develops local partnerships. Families obtain free referrals from the statewide Parent Referral Center by calling 1-877-ALL-GA-KIDS or accessing the website: <http://www.qualitycareforchildren.org/>.**

#### **2.2.4. Describe how the Lead Agency will support child care programs to increase the likelihood that CCDF-served children receive higher quality care as defined in your State/Territory.**

For example, methods used to promote upward movement in quality rating and improvement system, methods used to encourage high quality programs to participate in the subsidy program such as tiered reimbursement, or incentives used to support high quality programs in rural, suburban, urban, and low-income communities.

DECAL has initiatives in place that promote increased quality. Several of these initiatives have been created using the American Recovery and Reinvestment Act (ARRA) funds. Some of these initiatives have used the states nationally renowned Pre-K program as a foundation. These initiatives include: a) Access to online learning modules for programs participating in DECALs quality initiatives. b) The SCHOLARSHIPS and INCENTIVES programs. c) The Infant Toddler Network. d) The Georgia Early Care and Education Professional Development System. e) Educating service staff on the benefits of children participating in quality child care environments. DECAL will implement a voluntary QRIS to increase quality in child care settings statewide. The QRIS is will: a) Employ a research-based set of tiered program standards for child care learning centers, group day care homes, and family day care homes. b) Support child care programs and early childhood professionals to encourage participation and to improve quality. c) Promote accountability by monitoring to determine how well the programs meet standards, assign ratings, and verify on-going adherence to the standards. d) Provide a framework for educating parents about the importance of quality in early care and education and school-age care settings and inform families and the public of the ratings. Implementing a QRIS in Georgia will equip: a) Parents, including those who benefit from child care subsidies, to make informed decisions about child care based on the quality of service a child care provider offers. b) Providers to market their business using a quality designation recognized throughout the state. c) Policymakers to monitor the quality of service being provided to Georgias children and families, thus informing decisions about child care policy and allocation of resources. DHS encourages child care programs to participate in these initiatives by publicizing them in the CAPS monthly newsletters sent to child care programs receiving subsidies.

#### **2.2.5. How will the Lead Agency promote access to the CCDF subsidy program?**

Check the strategies that will be implemented by your State/Territory.

- ☒ Provide access to program office/workers such as by:
- ☒ Providing extended office hours
- ☐ Accepting applications at multiple office locations
- ☒ Providing a toll-free number for clients
- ☒ Other.

Describe:

[DHS Website](#)

- ☒ Using a simplified eligibility determination process such as by:
- ☒ Simplifying the application form (such as eliminating unnecessary questions, lowering the reading level)
- ☐ Developing a single application for multiple programs
- ☒ Developing web-based and/or phone-based application procedures

☒ Coordinating eligibility policies across programs.

List the program names: TANF

☒ Streamlining verification procedures, such as linking to other program data systems

☒ Providing information multi-lingually

☐ Including temporary periods of unemployment in eligibility criteria for new applicants (job search, seasonal unemployment).

Length of time:

☐ Other.

Describe:

N/A

☐ Other.

Describe:

N/A

☐ None

**2.2.6. Describe the Lead Agencies policies to promote continuity of care for children and stability for families.** Check the strategies, if any, that your State/Territory has chosen to implement.

☒ Provide CCDF assistance during periods of job search.

Length of time: Existing clients (non-TANF) who experience job loss due to company closing or layoffs may receive child care services for a maximum of eight weeks per occurrence to conduct job search.

☐ Establish two-tiered income eligibility to allow families to continue to receive child care subsidies if they experience an increase in income but still remain below 85% of State median income (SMI)

☐ Synchronize review date across programs

List programs:

☒ Longer eligibility re-determination periods (e.g., 1 year).

Describe:

The recertification of client's current circumstances to determine eligibility and need for continued service is completed once within every 52 week period of a client's eligibility.

☐ Extend periods of eligibility for families who are also enrolled in either Early Head Start or Head Start and pre-k programs.

Describe:

N/A

☒ Extend periods of eligibility for school-age children under age 13 to cover the school year.

Describe:

**Families with school age children under the age of 13 who meet eligibility requirements are extended before and after school, holiday and teacher work day care.**

☐ Minimize reporting requirements for changes in family's circumstances that do not impact families' eligibility, such as changes in income below a certain threshold or change in employment

☐ Targeted case management to help families find and keep stable child care arrangements

☐ Using non-CCDF Funds to continue subsidy for families who no longer meet eligibility, such as for children who turn 13 years of age during the middle of a program year

☐ Other.

Describe:

N/A

☐ None

**2.2.7. How will the Lead Agency provide outreach and services to eligible families with limited English proficiency?** Check the strategies, if any, that your State/Territory has chosen to implement.

☒ Application in other languages

☐ Informational materials in non-English languages

☐ Training and technical assistance in non-English languages

☒ Website in non-English languages

☐ Lead Agency accepts applications at local community-based locations

☒ Bilingual caseworkers or translators available

☒ Other.

Describe:

**Parent Referral Center offers referrals and resources in non-English languages.**

☐ None

**(Optional) If the Lead Agency checked any option above related to providing information or services in other non-English languages, please describe the languages offered :**

Paper and online applications are available in Spanish. Bi-lingual case managers in the field speak a variety of languages including, Spanish, Japanese, Korean, The Agencies translation services offer translation services for over 60 languages.

**2.2.8. How will the Lead Agency overcome language barriers with providers? Check the strategies, if any, that your State/Territory has chosen to implement.**

- ☒ Informational materials in non-English languages
- ☒ Training and technical assistance in non-English languages
- ☐ CCDF health and safety requirements in non-English languages
- ☐ Provider contracts or agreements in non-English languages
- ☐ Website in non-English languages
- ☒ Bilingual caseworkers or translators available
- ☐ Other.

Describe:

N/A

- ☐ None

**(Optional) If the Lead Agency checked any option above related to providing information or services in other non-English languages, please describe the languages offered:**

N/A

**2.2.9. Describe how the Lead Agency documents and verifies applicant information using the table below. (§98.20(a))**

Check the strategies that will be implemented by your State/Territory. **Attach** a copy of your parent application for the child care subsidy program(s) as **Attachment 2.2.9** or provide a web address, if available:

The Lead Agency requires documentation of:	Describe how the Lead Agency documents and verifies applicant information:
<input checked="" type="checkbox"/> Applicant identity	<ul style="list-style-type: none"><li>• Government issued Driver’s license/I.D. Card</li><li>• ID for health benefits or another assistance or social services program</li><li>• Voter registration card</li><li>• Wage stubs</li><li>• Work or school ID</li><li>• Documentation of verification of identity via SUCCESS</li></ul>



<input checked="" type="checkbox"/> Household composition	Client statement is accepted for household composition unless deemed questionable.
<input checked="" type="checkbox"/> Applicant's relationship to the child	Birth Certificates Legal documents showing legal custody
<input checked="" type="checkbox"/> Child's information for determining eligibility (e.g., identity, age, etc.)	Birth certificate, social security card
<input checked="" type="checkbox"/> Work, Job Training or Educational Program	Progress reports, grades, written statement from Registrar of program.
<input checked="" type="checkbox"/> Income	Pay stubs or receipts for the most recent four weeks of earnings; W-2 Forms; Employer's wage records; Personal income ledger or tablet (e.g., self-employment); Quarterly income tax returns; Annual income tax returns when presented in the January-March quarter; Letter/statement from employer; Documentation from other DFCS staff, such as the eligibility CM; Form 809 or itemized statement completed by the employer.
<input type="checkbox"/> Other. Describe:	N/A

**2.2.10. Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?**

☒ Time limit for making eligibility determinations.

Describe length of time 30 Calendar days

☒ Track and monitor the eligibility determination process

☐ Other.

Describe

N/A

☐ None

**2.2.11. Are the policies, strategies or processes provided in questions 2.1.1. through 2.1.10 different for families receiving TANF? (658E(c)(2)(H) & (3)(D), §§98.16(g)(4), 98.33(b), 98.50(e))**

☒ Yes.

If yes, describe:

Families receiving or applying for TANF are not required to pay a sliding fee scale. All other policies and processes remain the same.

☐ No.

### 2.2.12. Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age. Lead Agencies must coordinate with TANF programs to ensure, pursuant that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the State TANF agency in accordance with section 407(e)(2) of the Social Security Act. In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care. **NOTE:** The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

a) Identify the TANF agency that established these criteria or definitions:

State/Territory TANF Agency [Georgias Division of Family and Children Services](#)

b) Provide the following definitions established by the TANF agency.

- "appropriate child care": [Care that meets states licensing/minimum health and safety standards, is available and meets the needs of the family and child.](#)
- "reasonable distance": [Care that is within a 45-minute radius of the parents home or work activity.](#)
- "unsuitability of informal child care": [Care that does not meet states minimum health and safety standards.](#)
- "affordable child care arrangements": [Care in which the state participates at a minimum of 50% of the cost of care for the family and the provider accepts up to the maximum DFCS rate.](#)

c) How are parents who receive TANF benefits informed about the exception to individual penalties associated with the TANF work requirements?

☒ In writing

☒ Verbally

☐ Other.

Describe:

[N/A](#)

### 2.3. Eligibility Criteria for Child Care

In order to be eligible for services, children must (1) be under the age of 13, or under the age of 19 if the child is physically or mentally disabled or under court supervision; (2)

reside with a family whose income is less than 85 percent of the State's median income for a family of the same size; and (3) reside with a parent or parents who is working or attending job training or an educational program; or (4) be receiving or needs to receive protective services. (658P(3), §98.20(a))

### 2.3.1. How does the Lead Agency define the following eligibility terms?

*residing with -*

The household where the family unit lives when child care is needed. The person needing child care and the children for whom care is requested live in the same household.

*in loco parentis -*

Adult who has assumed responsibility for the care of a minor child.

### 2.3.2. Eligibility Criteria Based Upon Age

a) The Lead Agency serves children from 0 weeks to 12 years (maximum age under age 13).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care? (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

☒ Yes, and the upper age is 18

Provide the Lead Agency definition of *physical or mental incapacity* -

That which prevents, impairs, interferes with, or impedes life activities by placing limitations on an individual's ability to fully engage in skills, such as self-care, receptive and expressive language, learning, breathing, mobility, seeing, and self-direction. Children who meet the criteria for special needs may be subsidized up to age 18.

☐ No.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

☒ Yes, and the upper age is 18

☐ No.

### 2.3.3. Eligibility Criteria Based Upon Work, Job Training or Educational Program

a) How does the Lead Agency define "working" for the purposes of eligibility? Provide a narrative description below, including allowable activities and if a minimum number of hours is required.

**Reminder** - Lead Agencies have the flexibility to include any work-related activities in its definition of working, including periods of job search and travel time. (§§98.16(f)(3), 98.20(b))  
*working-*

Work performed by the parent, guardian or responsible person in exchange for federal minimum wages/salary. Employment is regular and predictable and must be a minimum average of 30 hours per week. Employment is verified by:

- Pay stubs
- W-2
- Employers wage records
- Personal income ledger
- Quarterly income tax returns
- Annual income tax returns when presented in the January-March quarter
- Letter/Statement from employer
- Documentation from other DFCS staff
- Form 809

b) Does the Lead Agency provide CCDF child care assistance to parents who are attending job training or an educational program? (§§98.16(g)(5), 98.20(b))

☒ Yes.

If yes, how does the Lead Agency define "attending job training or educational program" for the purposes of eligibility? Provide a narrative description below.

**Reminder** - Lead Agencies have the flexibility to include any training or education-related activities in its definition of job training or education, including study time and travel time.

*attending job training or educational program -*

Enrolled or attendance in a vocational program leading to a specific job or career. This does not include online courses or enrollment in a degree program at college or university, but can include certified vocational programs at a college or university.

Client must participate in training or a combination of training and additional approved activities an average of 24 hours per week for each responsible adult. Study time is not included.

Childcare in support of training is limited to 12 months as a primary activity.

☐ No.

### 2.3.4. Eligibility Criteria Based Upon Receiving or Needing to Receive Protective Services

a) Does the Lead Agency provide child care to children in protective services?  
(§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))

☒ Yes.

If yes, how does the Lead Agency define "protective services" for the purposes of eligibility? Provide a narrative description below.

**Reminder** - Lead Agencies have the flexibility to define protective services beyond formal child welfare or foster care cases. Lead Agencies may elect to include homeless children and other vulnerable populations in the definition of protective services.

**Note** - If the Lead Agency elects to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities for CCDF purposes these children are considered to be in protective services and should be included in this definition.

*protective services*

**Children under court ordered supervision. Critical Child Protective Services cases where child care services are needed to avoid eminent risks.**

☐ No.

b) Does the Lead Agency waive, on a case-by-case basis, the co-payment and income eligibility requirements for cases in which children receive, or need to receive, protective services? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

☒ Yes,

☐ No.

### 2.3.5. Income Eligibility Criteria

a) How does the Lead Agency define "income" for the purposes of eligibility? Provide the Lead Agency's definition of "income" for purposes of eligibility determination.  
(§§98.16(g)(5), 98.20(b))

*income* -

**Monies gained from employment or from sources other than employment.**

**Each of the following sources of income is considered in determining eligibility:**

- **Wages or Salary** –Gross income of the client is used to determine eligibility
- **When a parent is out of the home because of a military assignment or similar reasons, his/her base pay will be considered in certifying the parent and child living in the home.**

- Net Income from Self-Employment
- Social Security;
- Unemployment Compensation;
- Worker's Compensation;
- Alimony - (regular and ongoing payments);
- Child Support - (regular and ongoing payments);
- Veteran's Benefits;
- Military Allotments;
- Capital Gains;
- Boarder Income - (regular and ongoing payments);
- Rental Income - (regular and ongoing payments);
- Roomer Income - (regular and ongoing payments);
- Disability Payment;
- Dividends - (regular and ongoing payments);
- Retirement/Pension;
- Trust Fund;
- Regular Lottery Payments.
- Interest

TANF Cash Assistance, Supplemental Security Income (SSI) payments, adoption supplements, and Relative Care Subsidy are not considered when determining eligibility.

b) Which of the following sources of income, if any, will the Lead Agency exclude from calculations of total family income for the purposes of eligibility determination? Check any income the Lead Agency chooses to exclude, if any.

- ☒ Adoption subsidies
- ☒ Foster care payments
- ☐ Alimony received or paid
- ☐ Child support received
- ☒ Child support paid
- ☒ Federal nutrition programs
- ☒ Federal tax credits
- ☒ State/Territory tax credits
- ☒ Housing allotments, Low-Income Energy Assistance Program (LIHEAP) or energy assistance
- ☒ Medical expenses or health insurance related expenses
- ☐ Military housing or other allotment/bonuses
- ☒ Scholarships, education loans, grants, income from work study
- ☐ Social Security Income
- ☒ Supplemental Security Income (SSI)
- ☐ Veteran's benefits
- ☐ Unemployment Insurance
- ☒ Temporary Assistance for Needy Families (TANF)
- ☐ Worker Compensation
- ☐ Other types of income not listed above:

N/A

☐ None

c) Whose income will be excluded, if any, for purposes of eligibility determination? Check anyone the Lead Agency chooses to exclude, if any.

- ☒ Children under age 18
- ☒ Children age 18 and over - still attending school
- ☒ Teen parents living with parents
- ☒ Unrelated members of household
- ☐ All members of household except for parents/legal guardians
- ☐ Other.

Describe:

N/A

☐ None

d) Provide the CCDF income eligibility limits in the table below. **Complete** columns (a) and (b) based upon maximum eligibility initial entry into the CCDF program. Complete Columns (c) and (d) **ONLY IF** the Lead Agency is using income eligibility limits lower than 85% of the SMI.

**Reminder** - Income limits must be provided in terms of State Median Income (SMI) (or Territory Median Income) even if federal poverty level is used in implementing the program. (§98.20(a)(2)). FY 2011 poverty guidelines are available at <http://aspe.hhs.gov/poverty/11poverty.shtml>.

Family Size	(a)  100% of State Median Income (SMI)(\$/month)	(b)  85% of State Median Income (SMI)(\$/month) [Multiply (a) by 0.85]	IF APPLICABLE Income Level if lower than 85% SMI	
			(c)  \$/month	(d)  % of SMI [Divide (c) by (a), multiply by 100]
1	3047	2590	1387	46
2	3985	3387	1867	47
3	4923	4185	2347	48
4	5860	4981	2827	48
5	6798	5778	3307	49

e) Will the Lead Agency have "tiered eligibility" (i.e., a separate income limit at re-determination to remain eligible for the CCDF program)?

☐ Yes.

If yes, provide the requested information from the table in 2.3.5d and **describe below:**

**Note:** This information can be included in the table below.

N/A

☒ No.

Family Size	(a)  100% of State Median Income (SMI) (\$/month)	(b)  85% of State Median Income (SMI) (\$/month)[Multiply (a) by 0.85]	IF APPLICABLE Income Level if lower than 85% SMI	
			(c)  \$/month	(d)  % of SMI[Divide (c) by (a), multiply by 100]
1	3047	2590	1387	46
2	3985	3387	1867	47
3	4923	4185	2347	48
4	5860	4981	2827	48
5	6798	5778	3307	49

f) SMI Year 2011 and SMI Source Federal Register: May 12, 2010 (Vol 75, Number 91) Page 26780-26782

g) These eligibility limits in column (c) became or will become effective on:  
September 4, 2010

2.3.6. Eligibility Re-determination

a) What is the re-determination period upon initial authorization of CCDF services for most families?

- ☐ 6 months
- ☒ 12 months
- ☐ 24 months
- ☐ Other.

Describe: N/A

☐ Length of eligibility varies by county or other jurisdiction.  
Describe:



N/A

b) Is the re-determination period the same for all CCDF eligible families?

☒ Yes.

☐ No. If no, **check the categories of families for whom authorizations are different and describe the redetermination period for each.**

☐ Families enrolled in Head Start and/or Early Head Start Programs.

Re-determination period:

☐ Families enrolled in pre-kindergarten programs.

Re-determination period:

☐ Families receiving TANF.

Re-determination period:

☐ Families who are very-low income, but not receiving TANF.

Re-determination period:

☐ Other.

Describe:

N/A

c) Does the Lead Agency use a simplified process at re-determination?

☐ Yes.

If yes, describe:

N/A

☒ No.

### 2.3.7. Waiting Lists

**Describe the Lead Agency's waiting list status.** Select **ONE** of these options.

☒ Lead Agency currently does not have a waiting list and:

☒ All eligible families *who apply* will be served under State/Territory eligibility rules

☐ Not all eligible families *who apply* will be served under State/Territory eligibility rules

☐ Lead Agency has an active waiting list for:

☐ Any eligible family who applies when they cannot be served at the time of application

☐ Only certain eligible families.

Describe those families:

N/A

☐ Waiting lists are a county/local decision.

Describe:

N/A

☐ Other.

Describe:

N/A

### **2.3.8. Appeal Process for Eligibility Determinations**

Describe the process for families to appeal eligibility determinations:

Hearings are conducted by the Office of State Administrative Hearings (OSAH) for the CAPS program and are granted to any applicant/client who makes a timely request. Applicants may challenge a decision about denial of services or the failure of the local county department to act upon his/her request with reasonable promptness. Clients may challenge decisions about denials, reductions, terminations, or other issues related to their subsidized child care case. A hearing request is made either to the county department or OSAH. The request may be made orally or in writing. Oral requests must be followed with a written request within 15 calendar days. The applicant/client must request a hearing within 30 calendar days of the date on the Form 62, Disposition and Parent Information, Form 111, Child Care Claim and Repayment Agreement, Form 113, Child Care Claims and Collection Notice or the effective date of any action resulting in the appeal. Applicants/clients are to complete Form 62 as the written request for a hearing. The client must request a fair hearing within 10 calendar days from the date of the Form 62 for care to be continued or returned to the same status it was in prior to the action. Exception: Where mass changes occur in CAPS due to federal or state policy, clients may request an administrative hearing. However, the clients are not entitled to benefits at the previous level while awaiting the outcome of the administrative hearing.

### **2.4. Sliding Fee Scale and Family Contribution**

The statute and regulations require Lead Agencies to establish a sliding fee scale that varies based on income and the size of the family to be used in determining each family's contribution (i.e., co-payment) to the cost of child care (658E(c)(3)(B) §98.42).

**2.4.1. Attach a copy of the sliding fee scale as Attachment 2.4.1.**

The attached sliding fee scale was or will be effective as of: [10/01/2007](#)

**2.4.2. Will the attached sliding fee scale provided as Attachment 2.4.1. be used in all parts of the State/Territory?**

- ☒ Yes  
☐ No.

If no, attach other sliding fee scales and their effective date(s) as **Attachment 2.4.2a, 2.4.2b**, etc.

**2.4.3. What income source and year will be used in creating the sliding fee scale? (658E(c)(3)(B)) Check only one option.**

- ☒ State Median Income,  
Year: [2008](#)  
☐ Federal Poverty Level,  
Year:  
☐ Income source and year varies by geographic region.  
Describe income source and year:  
☐ Other.  
Describe income source and year:

**2.4.4. How will the family's contribution be calculated and to whom will it be applied? Check all that the Lead Agency has chosen to use. (§98.42(b))**

- ☒ Fee as dollar amount and
- ☐ Fee is per child with the same fee for each child
  - ☐ Fee is per child and discounted fee for two or more children
  - ☐ No additional fee charged after certain number of children
  - ☒ Fee per family

- ☐ Fee as percent of income and
  - ☐ Fee is per child with the same percentage applied for each child
  - ☐ Fee is per child and discounted percentage applied for two or more children
  - ☐ No additional percentage applied charged after certain number of children
  - ☐ Fee per family

☐ Contribution schedule varies by geographic area.

Describe:

N/A

☐ Other.

Describe:

N/A

**If the Lead Agency checked more than one of the options above, describe:**

N/A

**2.4.5. Will the Lead Agency use other factors in addition to income and family size to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))**

☒ Yes,  
and describe those additional factors:

**The number of children receiving subsidy care is also used to calculate the amount of the family contribution.**

☐ No.

**2.4.6. The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size. (§98.42(c)). Select ONE of these options.**

**Reminder** - Lead Agencies are reminded that the co-payments may be waived for only two circumstances - for families at or below the poverty level or on a case-by-case basis for children falling under the definition of "protective services" (as defined in 2.3.4.a).

☐ ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.

☐ NO families with income at or below the poverty level for a family of the same size ARE required to pay a fee.

The poverty level used by the Lead Agency for a family of 3 is:

☒ SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. The Lead Agency waives the fee for the following families:

The Lead Agency waives the fee for the following families:

Children receiving care are in DFCS custody; TANF applicant/recipient participates in an approved state activity; Family's income is less than \$3,601.00; Responsible person is a minor parent (under age 18)

## **2.5. Prioritizing Services for Eligible Children and Families**

At a minimum, CCDF requires Lead Agencies to give priority for child care assistance to children with special needs, or in families with very low incomes. Prioritization of CCDF assistance services is not limited to eligibility determination (i.e., establishment of a waiting list or ranking of eligible families in priority order to be served). Lead Agencies may fulfill priority requirements in other ways such as higher payment rates for providers caring for children with special needs or waiving co-payments for families with very low incomes (at or below the federal poverty level). (658E(c)(3)(B), §98.44)

**2.5.1. How will the Lead Agency prioritize child care services to children with special needs or in families with very low incomes?** (658E(c)(3)(B), §98.44) Lead Agencies have the discretion to define *children with special needs* and *children in families with very low incomes*. Lead Agencies are not limited in defining *children with special needs* to only those children with physical or mental disabilities (e.g., with a formal Individual Education Plan (IEP) required under the Individuals with Disabilities Education Act (IDEA)). Lead Agencies could consider children in the child welfare system, children of teen parents, or homeless children as examples of *children with special needs*.

Children with special needs

**Provide the Lead Agency definition of *Children with Special Needs*:**

A child under the age of eighteen with a documented physical, behavioral, or mental condition who is not capable of self care

Children in families with very low incomes

**Provide the Lead Agency definition of *Children in Families with Very Low Incomes*:**

## Families who are eligible to receive TANF

How will the Lead Agency prioritize CCDF services for:	Eligibility Priority (Check only one)	Is there a time limit on the eligibility priority or guarantee?	Other Priority Rules
Children with special needs	<input checked="" type="checkbox"/> Priority over other CCDF-eligible families <input type="checkbox"/> Same priority as other CCDF-eligible families <input type="checkbox"/> Guaranteed subsidy eligibility <input type="checkbox"/> Other. Describe: <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> Yes. The time limit is: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <input checked="" type="checkbox"/> No	<input type="checkbox"/> Different eligibility thresholds. Describe: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>A child under the age of eighteen with a documented physical, behavioral, or mental condition who is not capable of self care</b> </div> <input checked="" type="checkbox"/> Higher rates for providers caring for children with special needs requiring additional care <input type="checkbox"/> Prioritizes quality funds for providers serving these children <input type="checkbox"/> Other. Describe: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>A child under the age of eighteen with a documented physical, behavioral, or mental condition who is not capable of self care</b> </div>
Children in families with very low incomes	<input checked="" type="checkbox"/> Priority over other CCDF-eligible families <input type="checkbox"/> Same priority as other CCDF-eligible families <input type="checkbox"/> Guaranteed subsidy eligibility <input type="checkbox"/> Other. Describe: <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> Yes. The time limit is: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <input checked="" type="checkbox"/> No	<input type="checkbox"/> Different eligibility thresholds. Describe: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Families who are eligible to receive TANF</b> </div> <input checked="" type="checkbox"/> Waiving co-payments for families with incomes at or below the Federal Poverty Level <input type="checkbox"/> Other. Describe: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Families who are eligible to receive TANF</b> </div>

**2.5.2. How will CCDF funds be used to provide child care assistance to meet the needs of families receiving Temporary Assistance for Needy Families (TANF),**

**those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF?** (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4)) **Reminder** - CCDF requires that not less than 70 percent of CCDF Mandatory and Matching funds be used to provide child care assistance for families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF.

- ☒ Use priority rules to meet the needs of TANF families (describe in 2.5.1 or 2.5.3.)
  - ☒ Waive fees (co-payments) for some or all TANF families who are below poverty level
  - ☒ Coordinate with other entities (i.e. TANF office, other State/Territory agencies, and contractors)
  - ☐ Other.
- Describe:

N/A

**2.5.3. List and define any other eligibility conditions, priority rules and definitions that will be established by the Lead Agency.** (658E(c)(3)(B), §98.16(g)(5), §98.20(b))  
Reminder - Lead Agencies are reminded that any eligibility criteria and terms provided below must comply with the eligibility requirements of §98.20 and provided in section 2.2. Any priority rules provided must comply with the priority requirements of §98.44 and provided in section 2.4.1.

### **Term(s) - Definition(s)**

Describe:

Grandparents raising Grandchildren GRG : Grandparents who are at least age 60 or under 60 and receiving SSI or RSDI; TANF Payee/Child only recipients and are raising grandchildren under 5 years  
Children in DFCS custody : Children in the custody of the State of Georgia  
Families with Critical Child Protective Services Cases : Cases where child care services address eminent risk to the child  
Minor Parents : Parents under the age of 21 who are attending middle school, high school, or GED class full time  
New Children in an existing CAPS case : A new child born to a family currently receiving CAPS  
Natural Disaster Victims : As determined by the SCCU, victims of natural disaster

## **2.6. Parental Choice In Relation to Certificates, Grants or Contracts**

The parent(s) of each eligible child who receives or is offered financial assistance for child care services has the option of either enrolling such child with a provider that has a grant or contract for the provision of service or receiving a child care certificate.  
(658E(c)(2)(A), §98.15(a))

## 2.6.1. Child Care Certificates

a) When is the child care certificate (also referred to as voucher or authorization) issued to parents? (658E(c)(2)(A)(iii), 658P(2), §98.2, §98.30(c)(4) & (e)(1) & (2))

- ☐ Before parent has selected a provider
- ☒ After parent has selected a provider
- ☐ Other.

Describe:

N/A

b) How does the Lead Agency inform parents that the child care certificate permits them to choose from a variety of child care categories, including child care centers, child care group homes, family child care homes, and in-home providers? (§98.30(e)(2))

- ☐ Certificate form provides information about choice of providers
- ☐ Certificate is not linked to a specific provider so parents can choose provider of choice
- ☒ Consumer education materials (flyers, forms, brochures)
- ☒ Referral to child care resource and referral agencies
- ☒ Verbal communication at the time of application
- ☐ Public Services Announcement
- ☒ Agency

Website: <http://dfcs.dhr.georgia.gov/caps>

- ☒ Community outreach meetings, workshops, other in person activities
- ☐ Multiple points of communication throughout the eligibility and renew process
- ☐ Other.

Describe:

N/A

c) What information is included on the child care certificate? **Attach a copy of the child care certificate as Attachment 2.6.1.** (658E(c)(2)(A)(iii))

- ☒ Authorized provider(s)
- ☒ Authorized payment rate(s)
- ☒ Authorized hours
- ☒ Co-payment amount
- ☒ Authorization period
- ☐ Other.

Describe:



N/A

d) What is the estimated proportion of services that will be available for child care services through certificates?

99.5%

## 2.6.2. Child Care Services Available through Grants or Contracts

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots? (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b)). **Note:** Do not check "yes" if every provider is simply required to sign an agreement in order to be paid in the certificate program.

☒ Yes.

If yes, **describe** the type(s) of child care services available through grants or contracts, the process for accessing grants or contracts, and the range of providers that will be available through grants or contracts:

DHS participated in collaboration with public and private agencies to positively impact the lives of low-income families living in five communities in one of the largest urban counties in the state who have been severely impacted by the downturn of the economy. DHS issued a contract to a non-profit agency to purchase high quality child care for families participating in their employment/workforce training and asset building program. An annual proposal detailing goals and intended outcomes is required to assess continued funding for this project

☐ No.

b) Will the Lead Agency use grants or contracts for child care services to achieve any of the following? Check the strategies, if any, that your State/Territory chooses to implement.

☒ Increase the supply of specific types of care

☐ Programs to serve children with special needs

☐ Wrap-around or integrated child care in Head Start, Early Head Start, pre-k, summer or other programs

☐ Programs to serve infant/toddler

☐ School-age programs

☐ Center-based providers

☐ Family child care providers

☐ Group-home providers

☒ Programs that serve specific geographic areas

☒ Urban

☐ Rural

☐ Other.

Describe:

☒ Support programs in providing higher quality services

☐ Support programs in providing comprehensive services

☒ Serve underserved families.

Specify:

The lowest income families that are working to avoid utilizing public assistance. Additionally, those families that face challenges related to a lack of job skills and mental health impairments.

☐ Other.

Describe:

c) Are child care services provided through grants or contracts offered throughout the State/Territory? (658E(a), §98.16(g)(3))

☒ Yes.

☐ No,

and **identify** the localities (political subdivisions) and services that are not offered:

d) How are payment rates for child care services provided through grants/contracts determined?

Payment rates for child care services provided through grants/contracts are based on the reimbursement rates used in the regular CCDF funded child care program

e) What is the estimated proportion of direct services that will be available for child care services through grants/contracts?

The estimated proportion of direct services available for child care services through grants/contracts is less than .05%.

**2.6.3. How will the Lead Agency inform parents and providers of policies and procedures for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds? (658E(c)(2)(B), §98.31))** Check the strategies that will be implemented by your State/Territory.

☐ Signed declaration

☐ Parent Application

- ☐ Parent Orientation
- ☒ Provider Agreement
- ☒ Provider Orientation
- ☒ Other.

Describe:

State licensing and registration rules require unlimited access by parents to their children while in child care settings. Rules require that a sign be posted in a public place stating parents have access to all child care areas. Informal providers, who are not required to be licensed or registered, are also required to allow parents unlimited access to their children. DFCS notifies informal providers of this requirement during enrollment.

**2.6.4. The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use. (§§98.16(g)(2), 98.30(e)(1)(iv))** Will the Lead Agency limit the use of in-home care in any way?

- ☐ No
- ☒ Yes. If checked, what limits will the Lead Agency set on the use of in-home care?  
Check all limits the Lead Agency will establish.
  - ☐ Restricted based on minimum number of children in the care of the provider to meet minimum wage law or Fair Labor Standards Act
  - ☐ Restricted based on provider meeting a minimum age requirement
  - ☒ Restricted based on hours of care (certain number of hours, non-traditional work hours)
  - ☐ Restricted to care by relatives
  - ☐ Restricted to care for children with special needs or medical condition
  - ☒ Restricted to in-home providers that meet some basic health and safety requirements
  - ☐ Other.

Describe:

**2.6.5. Describe how the Lead Agency maintains a record of substantiated parental complaints about providers and makes substantiated parental complaints available to the public on request. (658E(c)(2)(C), §98.32)**

DECAL maintains electronic records of substantiated parental complaints about providers and makes these available to the public on the website at:  
<http://www.decal.ga.gov/ProviderSearch/SiteSearch.aspx?childcare=y&newsearch=y> and upon request.

## 2.7. Payment Rates for Child Care Services

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish adequate payment rates for child care services that ensure eligible children equal access to comparable care.

### 2.7.1. Provide a copy of your payment rates as Attachment 2.7.1.

The attached payment rates were or will be effective as of: [July 2006](#)

### 2.7.2. Are the attached payment rates provided in Attachment 2.7.1 used in all parts of the State/Territory?

☒ Yes.

☐ No. If no, attach other payment rates and their effective date(s) as **Attachment 2.7.2a, 2.7.2b**, etc.

### 2.7.3. Which strategies, if any, will the Lead Agency use to ensure the timeliness of payments?

☐ Policy on length of time for making payments.

Describe length of time:

☒ Track and monitor the payment process

☒ Other.

Describe:

[Contractual requirement with our provider payment services MAXIMUS states that payments must be made 7-10 business days after the receipt of a correct invoice.](#)

☐ None

### 2.7.4. Market Rate Survey

Lead Agencies must complete a local Market Rate Survey (MRS) no earlier than two years prior to the effective date of the Plan (no earlier than October 1, 2009). The MRS must be completed prior to the submission of the CCDF Plan (see Program Instruction CCDF-ACF-PI-2009-02

<http://www.acf.hhs.gov/programs/ccb/law/guidance/current/pi2009-02/pi2009-02.htm> for more information on the MRS deadline).

a) Provide the month and year when the local Market Rate Survey(s) was completed (§98.43(b)(2)): 08/2011

b) Attach a copy of the **MRS instrument** and a **summary of the results** of the survey as **Attachment 2.7.4**. For Lead Agencies that use an administrative provider database, provide a copy of the intake form as the instrument. The summary should include a description of the sample population, data source, the type of methodology used, response rate, description of analyses, and key findings.

**2.7.5. Will the Lead Agency use the local Market Rate Survey identified in 2.7.4a (i.e., the most recent MRS) to set its payment rates?**

☐ Yes

☒ No.

If no, list the MRS year that the payment rate ceiling is based upon: 2006

**2.7.6. At what percentile of the most recent local MRS are or will payment rates be set?** Provide the percentile for your payment rate ceiling in relation to the most recent survey and **describe**:

**Note:** Identify the percentile where payment rates fall according to the most recent local MRS (identified in 2.7.4a) regardless of whether or not you use the most recent survey to set rates. If the percentile(s) varies across categories of care (e.g., different for centers and family child care homes), regions or ages of children, provide the range of the highest and lowest percentile in relation to the most recent survey.

Payment rates percentile fall in the range of the 6.3% to 38.8%

**2.7.7. Will the Lead Agency provide any type of tiered reimbursement or differential rates on top of its base reimbursement rates for providing care for children receiving CCDF subsidies?** Check which types of tiered reimbursement, if any, the Lead Agency has chosen to implement.

☐ Differential rate for nontraditional hours.  
Describe:

☒ Differential rate for children with special needs as defined by the State/Territory.

Describe:

Reimbursement for children with special needs may be reimbursed at higher rates.

☒ Differential rate for infants and toddlers.

Describe:

Georgia has structured the reimbursements to providers so that care for infants and toddlers is reimbursed at the higher rates; for preschoolers at the moderate rates; and for school age children at the lower rate.

☒ Differential rate for school-age programs.

Describe:

Rates are lower for school age children.

☐ Differential rate for higher quality as defined by the State/Territory.

Describe:

☒ Other differential rate.

Describe:

Reimbursement for children in the custody of the state may be reimbursed at higher rates.

☐ None.

#### 2.7.8. Will the Lead Agency allow providers to charge parents any additional fees?

Check the policies, if any, the Lead Agency has chosen to establish regarding additional fees.

☒ Providers are allowed to charge the difference between the maximum reimbursement rate and their private pay rate

☒ Providers are allowed to charge registration fees

☒ Providers are allowed to charge for transportation fees

☒ Providers are allowed to charge for meals.

☐ Providers are allowed to charge additional incidental fees such as field trips or supplies

☐ Policies vary across region, counties and or geographic areas.

Describe:

N/A

☐ No, providers may not charge parents any additional fees

☐ Other.

Describe:

☐ None

**2.7.9. Describe how payment rates are adequate to ensure equal access to the full range of providers based on the Market Rate Survey.**

CCDF regulations require the Lead Agency to certify that the payment rates for the provision of child care services are sufficient to ensure equal access for eligible families to child care services comparable to those provided to families not eligible to receive CCDF assistance. To demonstrate equal access, the Lead Agency shall provide at a minimum a summary of facts describing: (§98.43(a))

a) How a choice of the full range of providers, e.g., child care centers, family child care homes, group child care homes and in-home care, is made available (§98.43(a)(1)):

**Parents, guardians, or responsible persons select the child care arrangements that best meet the needs of the child and the family. Parental choice prevails except in a few limited situations.**

b) How payment rates are adequate based on the most recent local MRS (§98.43(a)(2)):

**Georgia reimburses the DFCS portion of the cost of care directly to the providers. Some providers accept the reimbursement rate from DFCS without charging families additional amounts.**

c) How family co-payments based on a sliding fee scale are affordable (§98.43(a)(3)):

**Family co-payments are based on the family's gross annual income, family size, and the number of children actually receiving subsidized child care. The co-payments for eligible families range from 8% - 15% of the families gross annual income. Families with a responsible adult applying or receiving TANF are not assessed a fee. Additionally, families with a gross annual income less than \$3,601 and minor parents are not required to pay a fee.**

d) Any additional facts the Lead Agency considered to determine that its payment rates ensure equal access:

## 2.7.10 Goals for the next Biennium -

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). What are the Lead Agency's goals for the administration of the CCDF subsidy program in the coming Biennium? For example, what progress does the State/Territory expect to make on continuing improved services to parents and providers, continuity of care for children, improving outreach to parents and providers, building or expanding information technology systems, or revising rate setting policies or practices):

**The State Child Care Unit will focus on four primary areas:**

- **Initiate educational sessions; provide media collateral and publications for case managers/field staff and parents on the importance of quality care environments. Build the capacity and availability of quality facilities in communities for subsidy families. In addition to education and public awareness efforts focus will be placed on internal program integrity strategies for funding maximization.**
- **Increase and build on opportunities to provide parent and provider outreach through social media, focus groups, an advisory council, trainings, community events, and interactive collaborative initiatives with community partners.**
- **Continue to build on information technology system enhancements and new innovations using technology which will include online web-based application submission, service renewals, and “check my benefits” as well as document imaging of paper records and verification submission, case eligibility, and provider payment and management services for clients, staff and providers. The current program delivery business process of case management will be reengineered to a process management model to more efficiently serve customers. The focus will be placed on streamlining the benefit delivery.**

### Revisions to rate setting policies or practices

**Review and assess the expanding definitions on protective services to be more inclusive of vulnerable populations for at risk families.**